

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
FOURTH QUARTER MEETING

Minutes of Tuesday, November 16, 2010

The Fourth Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2010 was hosted by the City of Wilmington at Big Fish Grill in Wilmington, DE.

Present in attendance: Andria Smith, Clifton Crawford, Ruth Kowalski, and Yvonne Gordon, New Castle County; Peter Gregg, City of Dover; Sussanne Jara, DSP; Lisa Tusick, Town of Bethany; Tina Austin, Phil Ceresini, and Gary Fullman, City of Wilmington; Janet Schukoske, State of DE/ERP; Mike Sabol and Dot Pecqueur, retirees.

Opening of the Meeting – Sussanne

Sussanne Jara, President, called the meeting to order at 11:00 a.m. She welcomed everyone to the meeting and thanked the City of Wilmington for hosting.

Reading of the Minutes

Sussanne asked for a waiving of the reading of minutes.

A motion was made by Mike Sabol and seconded by Pete Gregg and unanimously passed.

Treasurer's Report – Kim

The treasurer's report was read by Sussanne Jara (copy attached)

Previous balance	\$ 6,810.28
Income	35.00
Expenses	157.00

A motion was made by Mike Sabol and seconded by Dot Pecqueur to accept the Treasurer's report as written; passed unanimously.

Finance – No Report

Program – Janet

Now through next October, the program will focus on the conference.

Chapter Liaison – Sussanne

The UPPCC has officially changed its name to Universal Public Procurement Certification Council.

Beginning in 2014, the UPPCC will institute new eligibility requirements for both new and re-certifications for CPPB and CPPO. Sussanne provided a copy of the information (copy attached).

Awards & Scholarships – Pete & Ruth

No applications have been submitted. Discussion was held in regard to easing the requirement to have copies of college transcripts. Pete and Ruth are to review the transcript requirement and make a policy recommendation at the next meeting.

Membership – Pete

Pete continues to expand his list of contact information from the bid notices printed in the News Journal, Dover Post, and Delaware State News. He will make contact after the holidays.

Sussanne will ask Kim to e-mail officers with membership updates.

Professional Development – Andria

A list of webinar classes that were available through December was provided to the membership. Updated information will be provided monthly via e-mail.

Public Relations – Cliff

No Report. .

Strategic Planning – Sussanne

No Report.

Historian – Kim

No Report

2011 Regional Conference – Cliff and Janet

A meeting was held at Southern Patrol to outline committee chairs and discuss keynote speakers. A monthly meeting will be held at 1:00 p.m. at Southern Patrol on the third Thursday of each month beginning January 20, 2011. Additional meetings may be required as the conference gets closer.

The conference will be held at Dover Downs October 12 -14, 2011. Janet and Cliff are meeting with Dover Downs on Wednesday, November 17th to go over the room requirements, meals, hospitality suite and any additional details. There is no obligation to fill rooms. Cliff will provide Sussanne an update for the upcoming Regional Conference. Sussanne has printed flyers for distribution at the Conference.

Old Business

Sussanne provided a copy of the agenda for the DC Regional Conference. Five members of the DPPA are attending: Ruth Kowalski, Clifton Crawford, Lisa Tusick, Sussanne Jara, and Kim Cuffee.

New Business

Discussion was held on moving the meeting date away from Tuesday which is a conflict with bid openings. Each host can determine which day they wish to hold the meeting. Sussanne requested that the host e-mail dates to her by November 30, 2010.

Meeting Schedule for 2011.

1st Quarter – February	New Castle County
2nd Quarter – May	Bethany Beach
3rd Quarter – September	City of Dover and DE State Police (visit conference hotel)
4th Quarter – November	City of Wilmington

Meeting Agenda:

Lisa brought up a concern regarding our meeting focus. Too much time is spent on prior meeting discussion and the conference. Smaller agencies are looking for ways to save money such as piggy back and cooperative purchasing opportunities. Chapter should add into the agenda a time for networking and education.

Meeting was adjourned at 3:00 p.m.

Respectively submitted by Andria Smith, Secretary DPPA